

Advanced Google Apps Workshop

Course 954 Final Project

Advanced Google Apps Workshop

<http://goo.gl/Xylgwb>

Today's Backchannel

Have used this in the past and continue to use again for this upcoming presentation. Love the idea of a backchannel for group workshops like this, that I can share info via email to staff. Showing this as an option for working with students is great as well. I also use the Google link shortner goo.gl for the link.

BFCCPS Technology Goals

We believe technology is an essential tool that can enhance all students' ability to be a successful student, and all teachers' ability to deliver engaging and effective instruction. In order to provide a technologically infused educational environment, every classroom must be equipped with diverse technologies to support teaching and learning. Every teacher must be knowledgeable and skilled in the use of these technologies in daily instruction. Technology must be in support of our current proven curriculum and mission. Using technology must be how students learn, not what they learn.

Our approach to technology is guided by these main goals:

1. Maintain and enhance student and family access to technology as integrated with the current proven curriculum.
2. Provide teachers the tools and support to effectively and efficiently use technology to positively impact learning.
3. Enable children to be successful with a variety of devices and function in a variety of technology environments.

If students are to succeed as 21st Century learners, they must be technologically literate and have regular access to up to date technology that supports their learning. We have worked hard to design a technology plan that increases the technology in our school to meet the needs of our staff, students and families. Below you will find an overview of the current technology profile of BFCCPS, and descriptions outlining how the current technology is used towards helping us reach our goals.

Before jumping into the meat and potatoes of the presentation, our administration made some changes and I would like the staff to review our technology goals.

Introduce the technology goals, ask who's ever seen these? ask, "What do we want kids to do?"

1. Maintain and enhance student and family access to technology as integrated with the current proven curriculum.

Goal One

Goal one. Request feedback.

2. Provide teachers the tools and support to effectively and efficiently use technology to positively impact learning.

Goal Two

Goal two. Request feedback.

3. Enable children to be successful with a variety of devices and function in a variety of technology environments.

Goal Three

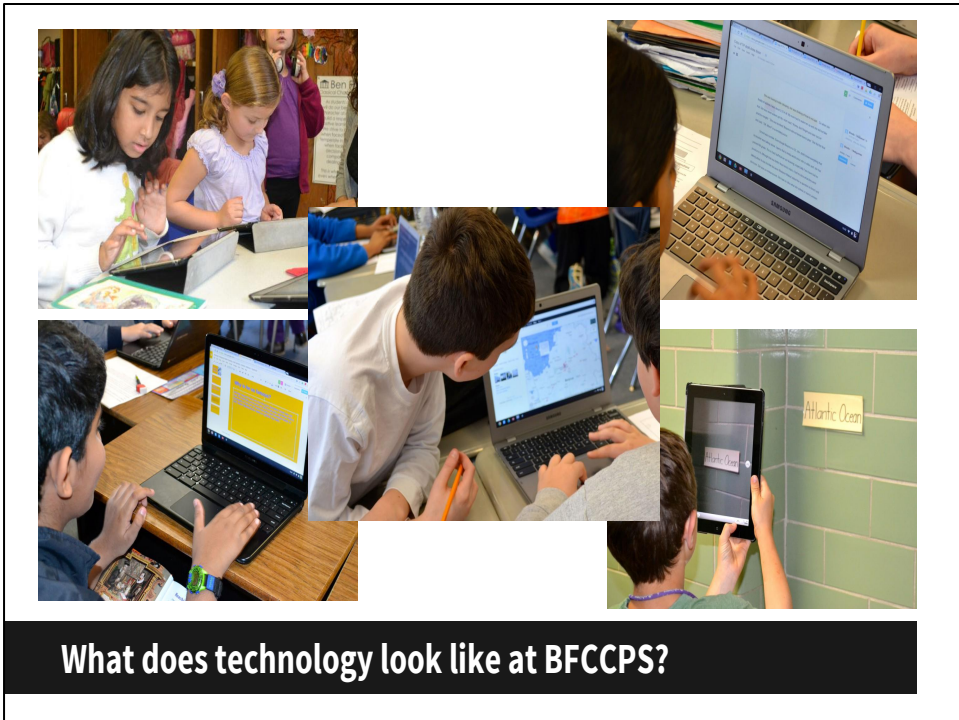
Additionally: We want to students to be able to communicate and collaborate.

Today's Workshop Ideals

- This time must be relevant to you and the classroom! If not, I need to know!
- Technology doesn't engage students, good teaching does!
- *"Perfection is not attainable, but if we chase perfection we can catch excellence"* - Vince Lombardi
- Lets find one success to take away and implement!
- After the workshop, leverage the tools discussed, including me!
- After today, we should be another step closer to a paperless environment!

Take the time here to break down the timeline of what the purpose of the workshop. Show Cycle of Experience and touch on SAMR model, which should become a prism in which to see how you/me/we integrate technology and jump into the tool.

Mention that today there is a "Ticket to leave". Could staff use this with their students?



We are doing some really amazing things here, went to MassCue and could see many larger districts struggling under the weight of technology.

Cycle of Experiment and Experience

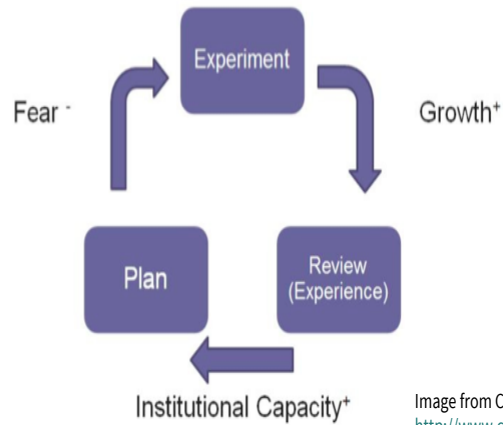
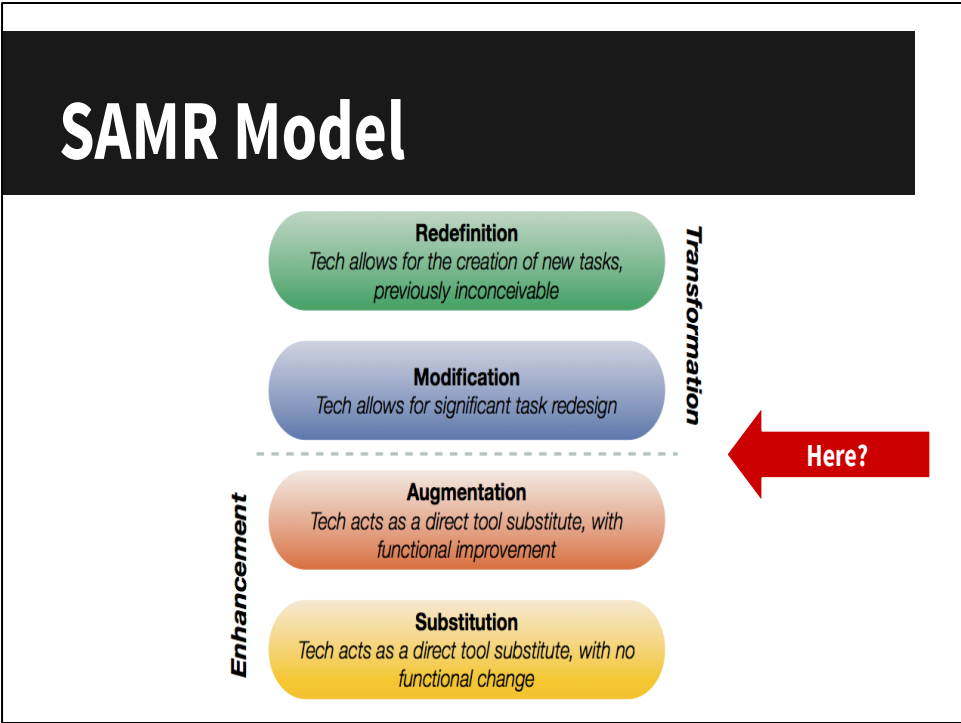


Image from California Teacher Association
<http://www.cta.org>

Cycle of Experiment and Experience

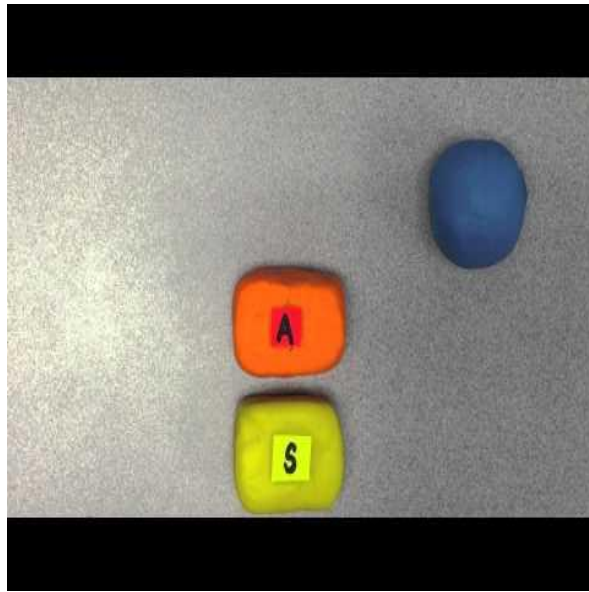
Build up staff at this point. At this stage, we are really past the fear phase and progressing into big time growth via experimental phase.



Like to introduce everyone to the SAMR model. Anyone ever seen this?

Where would you fall?

The Substitution Augmentation Modification Redefinition Model offers a method of seeing how computer technology might impact teaching and learning. It also shows a progression that adopters of educational technology often follow as they progress through teaching and learning with technology.



The Substitution Augmentation Modification Redefinition Model

Quick video to show SAMR Model.

Substitution

Example: Students print out worksheet, finish it, pass it in.

Following examples from:

<https://sites.google.com/a/msad60.org/technology-is-learning/samr-model>

Augmentation

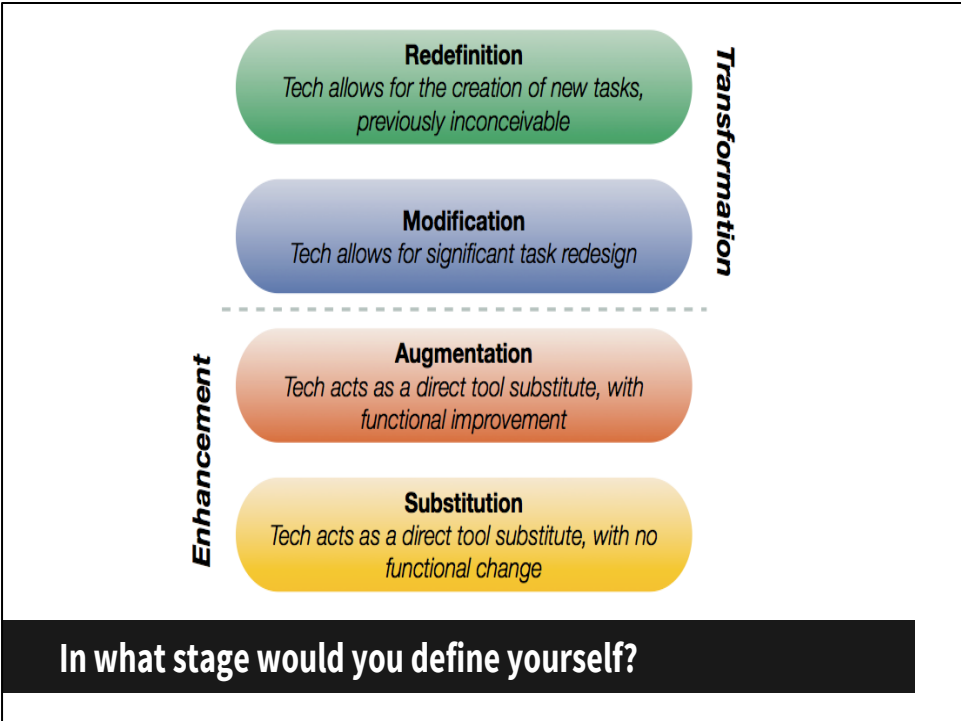
Example: Students take a quiz using a Google Form instead of using pencil and paper.

Modification

Example: Students are asked to write an essay around the theme "And This I Believe...". An audio recording of the essay is made along with an original musical soundtrack. The recording will be played in front of an authentic audience such as parents, or college admission counselors.

Redefinition

Example: A classroom is asked to create a documentary video answering an essential question related to important concepts. Teams of students take on different subtopics and collaborate to create one final product. Teams are expected to contact outside sources for information.



Google Tools

There are many tools, but today we will focus on a pair of the best...

1. FormMailer

2. Doctopus



Today we will go over the following items. I've created examples available via a handout, backchannel and email.

FormEmailer

A game changer, available as a Google Script. Alternative to Flubaroo for grading/assessments.

In conjunction with a Google Form, able to email results/comments back to user who completed the form

Ability to add "Comment" column and auto send feedback inside the Google Spreadsheet

Lets take a look together at a sample I've created...

Google Form: <http://goo.gl/O4ifGo>

Data Collection: <http://goo.gl/2grlVF>

After intro to FormEmailer, discuss some ideas that FormEmailer could be used in the classroom?

Page 1 of 1

Advanced Google Apps Workshop

Below I will collect information via a Google Form. From here, I will also show you the data in the Google Spreadsheet and how we can "act upon it" using the Google script, FormEmailer.

Name

Email Address

Q1. Are you looking forward to this workshop?

Yes
 No

Q2. How technology savvy would you consider yourself?

1 2 3 4 5

Not Savvy At All Very Savvy

Q3. Please select only the Red Sox players from the following list.

David Ortiz
 Drew Barrymore
 Jon Lester



Create a Google Form

Advanced Google Apps Workshop

Below I will collect information via a Google Form. From here, I will also show you the data in the Google Spreadsheet and how we can "act upon it" using the Google script, FormEmailer.

Name

Email Address

Q1. Are you looking forward to this workshop?

- Yes
 No

Q2. How technology savvy would you consider yourself?

1 2 3 4 5

Not Savvy At All Very Savvy

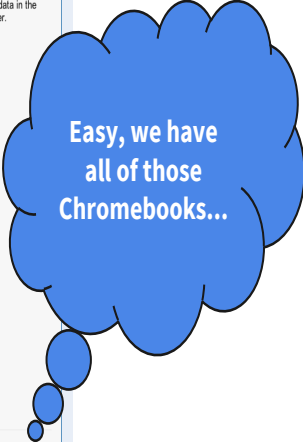
Q3. Please select **only** the Red Sox players from the following list.

- David Ortiz
 Drew Barrymore
 Jon Lester

Never submit passwords through Google Forms.

Powered by


This content is neither created nor endorsed by Google.
[Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)



Easy, we have
all of those
Chromebooks...

Student Completes Google Form

Here is all that data...how do I get it back to students?

Name	Email Address	Q1. Are you looking forward to this workshop?	Q2. How technology savvy would you consider yourself?	Q3. Please select only the Red Sox players from the following list.
Sally	sstudent@students.	Yes		1 David Ortiz, Jon Lester
Another Test	test@test.com	No		1 Drew Barrymore David Ortiz, Jon Lester
Luke	lukecallahan@gmail	Yes		5 Lester

Data Collected in Google Spreadsheet

FormEmailer

We've created the Google Form, we have collected students responses, what is the next step?

We could assign a Answer Key and auto grade use the Flubaroo Script. What if we wanted to email the student their answers along with your written feedback?

Lets take a look processing the data we have collected via FormEmailer Script.

<http://goo.gl/2grlVF>

Creating a Google Form is pretty routine. Show steps on how to install a script. There is no administrator password needed. You are capable of using this script on your own.

Advanced Google Apps Workshop FormEmailer (Responses) ☆

File Edit View Insert Format Data Tools Form Help FormEmailer Flubaroo All changes saved in Drive

Settings
Process manually
About

Timestamp	Name	Email Address	Q1. Are you looking forward to this workshop?	Q2. How technology savvy would you consider yourself?	Q3. Please select only the Red Sox players from the following list.	Q3. Please select only the Red Sox players from the following list.
Email sent	Sally	sstudent@students.	Yes		David Ortiz, Jon Lester	Nice Job Sally! There is room for improvement with this information. Please see me after school.
Email sent	Another Test	test@test.com	No		1 Drew Barrymore	You did it again! A++ Great work!
Email sent	Luke	lukecallahan@gmail	Yes		5 David Ortiz, Jon Lester	

FormEmailer Settings Review

Show steps to install, discuss accurate data received.

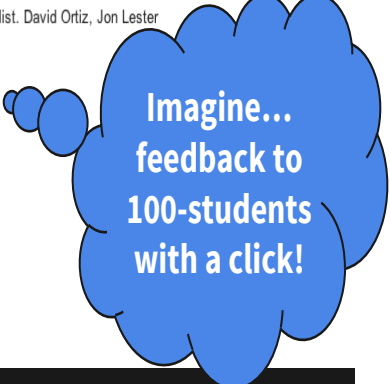
Mr. Callahan
to me ▾
Dear Luke,

Thanks for completing the recent online assessment I created. Below are your answers.

Q1. Are you looking forward to this workshop? Yes
Q2. How technology savvy would you consider yourself? 5
Q3. Please select only the Red Sox players from the following list. David Ortiz, Jon Lester

You did it again! A++ Great work!

Thanks,
Mr. Callahan



**Imagine...
feedback to
100-students
with a click!**

FormMailer Final Product to Student

Student completes the questions on a Google Form. Teachers act on the data and can share their feedback nearly instantly with FormMailer. Teachers have the ability to create a form letter like message, that is customized for each student.

Questions?

Comments?

Don't forget our Backchannel!

<http://goo.gl/Xylgwb>

Doctopus

A game changer, integrates with gClassFolders (have all the data/rosters ready to share!)

Used on our recent online writing assessment, in moments, shared 150 copies of the document, also used for a grading embargo

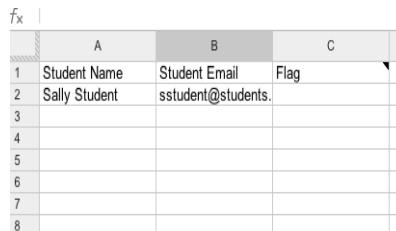
Easily share an assignment, provide feedback via email, also a rubric (see me after for more) can be used to score. Great for formative and summative assessments

Lets take a look together at Doctopus...

Login as test Sally Student, get it ready to show both sides. Have this prepared and ready to go for this project, but don't want to overwhelm. It is important to show what a student will see and how seamless it can be.

Doctopus Checklist

1. Locate item to share
2. Create Google Spreadsheet, install Doctopus Script
3. Copy/paste student name and email into the Google Spreadsheet (see below)
4. Run through Doctopus sharing basics
5. Collaborate real time with your students
6. Embargo for grading, provide written feedback on assignment
7. Give hard work back to student for e-Portfolio



A screenshot of a Google Spreadsheet interface. The spreadsheet has three columns: A, B, and C. Row 1 contains the headers: 'Student Name' in column A, 'Student Email' in column B, and 'Flag' in column C. Row 2 contains the data: 'Sally Student' in column A and 'sstudent@students.' in column B. The 'Flag' column is empty. The spreadsheet is displayed in a grid view with a formula bar at the top.

	A	B	C
1	Student Name	Student Email	Flag
2	Sally Student	sstudent@students.	
3			
4			
5			
6			
7			
8			

I am using a test account set up for our students. Her name is Sally Student. I will be able to show you what the view looks like for the teacher and then also what the student will see.

Step 1: Set up sharing basics

Doctopus uses a student list with Google email addresses to create, manage, and streamline rubric-based grading of a class assignment.

Desired sharing arrangement

Desired Doc sharing arrangement	Description
<input type="radio"/> individual - all the same	Creates the same separate, individual Doc each student in your class.

Whole class access level: no access

Individual student access level: allow edit


Editors cannot change sharing permissions

Email address(es) of other teachers or groups you want to give editing rights to. If multiple, separate with commas.

Roster settings

Sheet that contains your roster	Column containing student email address	Column containing "excused" designation
<input type="text" value="Sheet1"/>	<input type="text" value="Student Email"/>	<input type="text" value="Flag"/>

My students have individual folders I'd like to add this assignment to.



**Good news...
Doctopus walks
you through all
settings!**

Doctopus Sharing - Step One

Teacher view: Walkthrough available options. Ability to share a document individually, share a document all students can edit, view only, etc.

Step 2: Choose which documents to copy and distribute

Select the folder that contains your Document template(s).

FSU CIT Masters - Last edited 11/26/13 7:40 PM

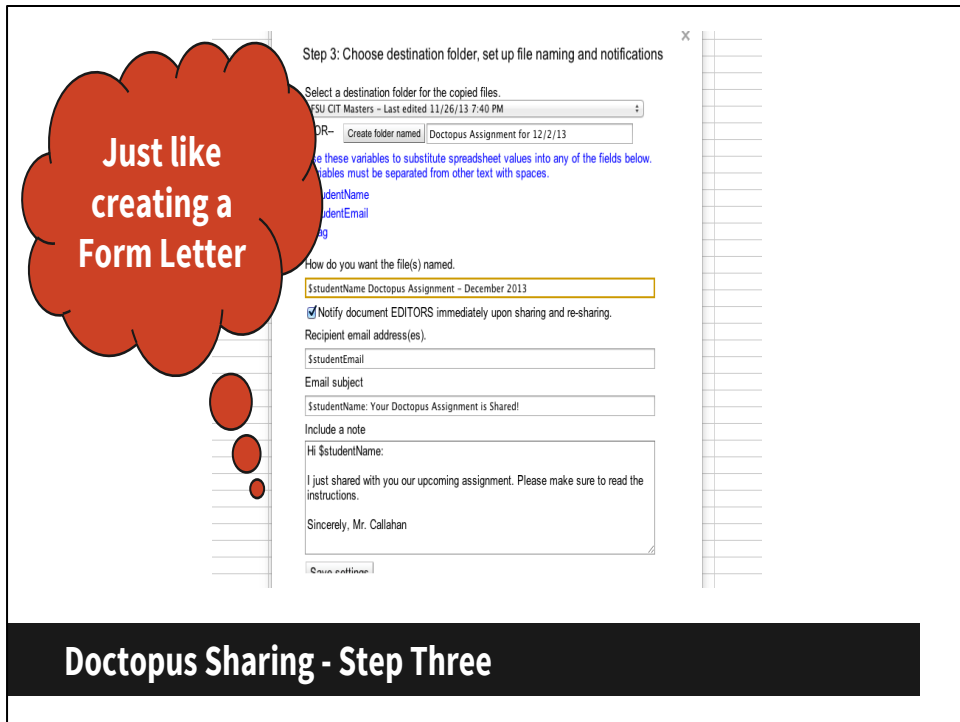
Select the item you want to copy and share

Document - Course 954 Example Doctopus Templ

Save settings

Doctopus Sharing - Step Two

Teacher view: Notice the location of the document I want to share. It is inside my FSU CIT Masters Folder and the document is titled, “Course 954 Example Docytopus Template”. This document is what I want to make a copy of and send to every student.



Just like creating a Form Letter

Step 3: Choose destination folder, set up file naming and notifications

Select a destination folder for the copied files.
FSU CIT Masters - Last edited 11/26/13 7:40 PM

DR-- Create folder named | Doctopus Assignment for 12/2/13

Use these variables to substitute spreadsheet values into any of the fields below. Variables must be separated from other text with spaces.

studentName
studentEmail
tag

How do you want the file(s) named.
\$studentName Doctopus Assignment - December 2013

Notify document EDITORS immediately upon sharing and re-sharing.

Recipient email address(es).
\$studentEmail

Email subject
\$studentName: Your Doctopus Assignment is Shared!

Include a note
Hi \$studentName:
I just shared with you our upcoming assignment. Please make sure to read the instructions.
Sincerely, Mr. Callahan

Cancel

Doctopus Sharing - Step Three

Teacher view: Notice, I have the ability to either create a folder to store all of the assignments that are shared or use an existing one. I also have the ability to customize what is sent to my students via email.

The screenshot shows the 'Step 4: Copy and share docs' interface. A red callout bubble on the left contains the text 'Click "Share & Save"'. The interface includes a Doctopus character icon with the message 'Doctopus says: Please review your settings before running'. Below this, there are several settings: 'Doc sharing configuration' set to 'individual - all the same', 'Whole class access level' set to 'no access', and 'Individual student access level' set to 'allow edit'. The 'Items to be copied and shared' section shows 'Document - Course 954 Example Doctopus Template'. A 'Sample notification email' section displays an email preview with the following content:

To: sstudent@students.bfccps.org
 Subject: Sally Student: Your Doctopus Assignment is Shared!
 Body:
 You are now an editor on the document (Link to document title here)
 Hi Sally Student:
 I just shared with you our upcoming assignment. Please make sure to read the instructions.

A black bar at the bottom of the screenshot contains the text 'Doctopus Sharing - Step Four'.

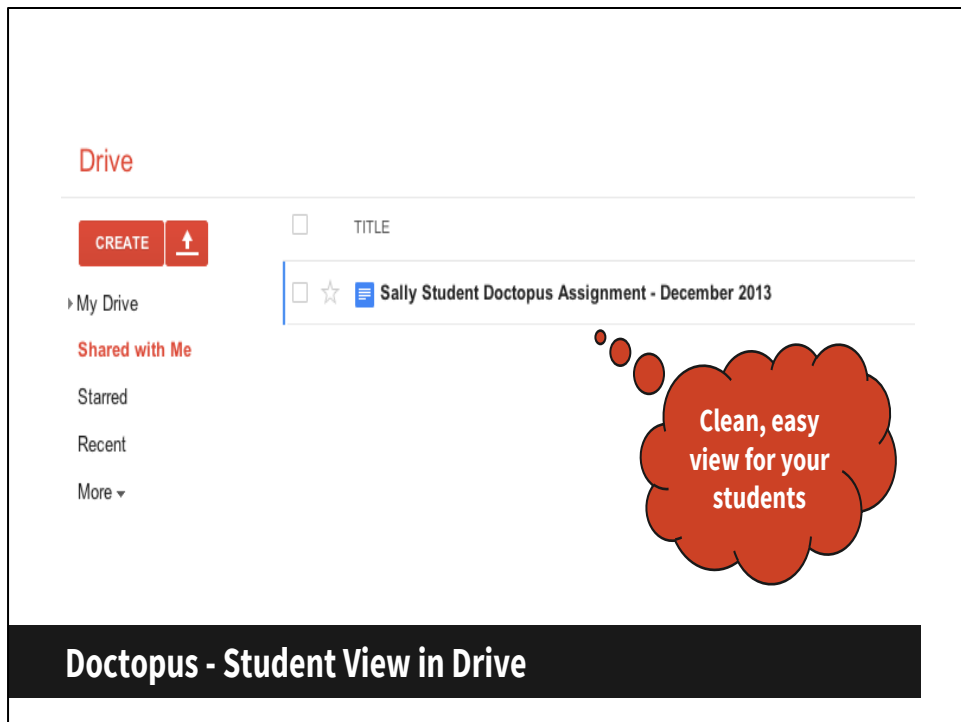
Teacher view: At this stage, I can confirm the settings I have created. Lets share away! Think of time saved and all of the other benefits in this model? Lets list a few as a tea (switch over to backchannel to write down)

Advanced Google Apps Workshop Doctopus ☆
 File Edit View Insert Format Data Tools Help Doctopus All changes saved in Drive

A	B	C	D	E	F	G	H
Student Name	Student Email	Flag	File Key	Link	Last Edited	Grade	Written Feedback
Sally Student	ssstudent@students.bfccps.org		1kazzHjHgRGC0wyVjBk5q1	Sally Student Doctopus Assignment - December 2013	12/2/2013 10:57:52		

Doctopus Final View for Teacher

Teacher view: Here is what the Google Spreadsheet looks like. Notice an area to write a grade and provide feedback on the Google Doc, much like FormEmailer can handle with a Google Form.



Student view: Notice the name is placed on the Google Doc. Perfect to keep the teacher organized with what is shared. Student received an email notifying them that the document was shared as well.

Advanced Google Apps Workshop - Doctopus

Here is a document that would include instructions, information pertinent to an assignment or report. Sharing links, photos and other information can all be placed here **before** a copy is sent to *each* student!

Instructions:

Please use this document to complete a writing assignment for the upcoming social studies fair. It is important that you do not delete this document.

Helpful Links:

bfcps.org

yahoo.com

Doctopus - Student View of Shared Google Doc

Student view: All changes, edits can take place on each students document, with the teacher having the ability to comment, provide feedback, embargo for grading, and grade. After the teacher has completed the grading portion, the script also allows the teacher to give full rights to the student. If a student shares their work with teacher, they have the ability to delete and remove the teacher from viewing. Using this model gives teacher control during assignment.

The screenshot shows the Doctopus interface with a dropdown menu open. The menu options are:

- What is Doctopus?
- Step 1: Set up sharing basics
- Step 2: Choose what to copy and distribute
- Step 3: Choose destination folder, set up file naming and notifications
- Step 4: Copy and share the assignment
- Refresh time of last edit
- Attach Goobric
- Embargo for grading: Set editors to view only
- Send personalized emails to students
- Done with this assignment? Transfer document ownership to students

The background shows a table with the following data:

	F	G	H
Last Edited	Grade	Written Feedback	
12/2/2013 10:57:52	A	Well done Sally. Your work has greatly improved!	

At the bottom of the screenshot, there is a black banner with the text: **Doctopus Wrap-up**

Teacher view: We have the ability to email the student our comment and grade, embargo so changes can't be made (think a hard deadline) and also transfer ownership.

Ticket to Leave

What's one idea from today's workshop that you want to implement tomorrow?



Thoughts? Lets work on the next steps of creating and setting up a Google Script either using my test account or jumping into setting up an assignment in a class. Please share with me on the backchannel how you you plan to use the information we discussed today.

Exit Feedback

Few questions to help me, help *you* with future workshops!

<http://goo.gl/AUnIMw>